



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

### OFFICE ASSISTANT IV SOCIAL SERVICES

*This Position is Full Time with Benefits*

#### Vacancy Number

16-1112

#### Hiring Range

\$25,499 – \$28,815

#### Opening Date

November 18, 2016

#### Closing Date

Open Until Filled

#### Submit your completed County of Moore Application To:

Moore County

Human Resources

P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or  
any application other than  
a County of Moore  
application will not be  
forwarded to the hiring  
authority.**

**Applications received after  
the closeout date/time  
indicated will not be  
eligible for consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed applications.**

**Please take a moment to  
ensure your transmission  
was received.**

#### ESSENTIAL JOB DUTIES

This position performs intermediate skilled clerical work performing a variety of office assistance tasks to include interviewing clients, obtaining information, preparing, maintaining and receiving records and files, scheduling appointments and data entry. Provides clerical and office assistance for unit section or program. Interviews clients and obtains medical and personal data from clients; ensures confidentiality of data. Prepares records and forms to be used on visits. Computes client Medicaid transportation charges. Handles unit, section or program correspondence. Maintains all records and files pertaining to unit, section or program activities. Acts as back-up for other office assistant positions. Schedules appointments for Medicaid transportation. Manages shelter during emergency situations. Performs related tasks as required.

#### KNOWLEDGE AND SKILL REQUIREMENTS

- Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques;
- Thorough knowledge of office or work unit procedures, methods and practices;
- Thorough knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials;
- Ability to make arithmetical calculations and to set up forms and statistical tables;
- Ability to type accurately at a proficient rate of speed;
- Ability to learn and independently apply laws and departmental rules and regulations covering programs and services;
- Ability to screen communications based on predetermined guidelines to independently respond or route inquiries;
- Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature;
- ability to use a variety of office equipment;
- Ability to establish and maintain effective working relationships with clients, associates, social agencies and the general public.

#### EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from high school or equivalent and demonstrated possession of knowledge, skills and abilities gained through at least two (2) years of office assistant/secretarial experience.

#### LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

#### PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

#### BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and  
Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.*

*Moore County is an E-Verify Participant*